



## **City of Takoma Park Maryland RENTAL HOUSING LICENSE REQUIREMENTS General Information**

The City of Takoma Park (*City Code Section 6.08.020*) requires the licensing of all residential rental housing properties and individual rental units. The following is a summary of the general requirements of the licensing program. Each of the requirements must be satisfied before a license will be issued. Failure to license your rental property in a timely manner will result in the issuance of a municipal infraction citation, a fine, and possible court appearance.

### **Types of Rental Housing License**

There are three types of rental housing licenses issued by the City of Takoma Park - annual, biennial, and temporary. The most frequently issued license is the annual license which is valid for a twelve-month period and runs from January 1 through December 31. The determination as to the type of license issued for your rental facility is the sole responsibility of the City.

### **License Application**

An application form must be completed prior to the issuance of a new rental housing license or the renewal of an existing license. This is also true whenever a rental property is sold and the ownership is transferred to another individual or entity. The application must be completed in its entirety to ensure compliance with local and state laws governing rental housing occupancy and signed by either the agent or the property owner prior to its submission. Landlords seeking to renew an existing rental license must submit their application online.

You are required by law to notify the City within 15 business days of any change in the ownership or management of a rental property (including changes in mailing addresses and telephone numbers). This is also true when the status of the property changes and it is no longer rented.

### **License and Transfer Fees**

The 2012 license fee is equal to \$98 per rental unit. For example, if you own a three-unit apartment building, the license fee would be \$294 (\$98 x 3 units). A late fee will be assessed for all payments received after the due date. An additional transfer fee of \$75 is required upon purchase of a licensed rental facility. License fees, transfer fees, and late fees cannot be prorated or waived and must be paid in full prior to the issuance of the required license.

Checks are to be made payable to the "City of Takoma Park" and mailed to the Code Enforcement Division at 7500 Maple Avenue, Takoma Park MD 20912.

### **Landlord Certification**

Prior to issuing a new license or renewing an existing license, the City will confirm that the property

owner and/or their management agent hold a valid Landlord Certification. To obtain the required certification, the landlord or management agent must attend one of the 90 minute seminars offered by City on a monthly basis. Alternatively, they can complete a written exam. Certificates are issued upon successful completion of the seminar or the exam and are valid for a period of three years. There is no cost to be certified. Please contact the Code Enforcement Division at 301.891.7255 for information on how to become certified.

### **Lead Poisoning Prevention Compliance**

State law and the Maryland Department of the Environment (MDE) lead poisoning prevention regulations require the registration and/or certification of all rental housing properties built before 1950. All rental properties must be registered with the State of Maryland and a copy of the MDE Certificate of each individual rental unit must be on file with the City before a license can be issued. Additional information can be obtained from the Maryland Department of the Environment (MDE) at 800.633.6101, ext 4195, or at 410.537.4199 or online at [www.mde.state.md.us/lead](http://www.mde.state.md.us/lead)

### **Property Inspection**

The City Code requires the inspection of all rental units to ensure compliance with the City's Property Maintenance Code. Inspections are conducted by Montgomery County's Department of Housing and Community Affairs (DHCA). Inspections are scheduled by DHCA staff who will contact the property owner or managing agent directly to identify the date and time of the required inspection.

Any code violations identified by the inspector must be corrected before a license will be issued by the City for rental facilities which have not been licensed in the past. Licenses for previously licensed rental facilities may be renewed prior to the required inspection if the property was inspected within the past licensing period and all identified code violations corrected. Failure to correct the identified violation in a timely manner may result in the issuance of a citation and a fine and/or the revocation or suspension of an existing rental housing license.

### **Rent Stabilization and Other Local Laws and Regulations**

It is important to note that there are a number of local laws governing the management and operation of rental property in Takoma Park. The law limits the number of times you can increase your rents in a given 12-month period and the amount of rent you can charge. Failure to comply with the law may result in a fine and/or the revocation of your rental license. Other laws include but are not limited to Landlord Tenant Relations (*City Code Section 6.16*) and the Tenant Opportunity to Purchase (*City Code Section 6.32*). For more information on these and other laws, please contact the Landlord Tenant Affairs Office (301.891.7119).

For more information on rental housing licensing in Takoma Park, please contact the

Housing and Community Development Department  
Code Enforcement Division  
7500 Maple Avenue, Takoma Park MD 20912  
Office 301.891.7255 - FAX 301.270.4568  
[www.takomaparkmd.gov](http://www.takomaparkmd.gov)

January 2012